

STANDARDS AND PROCEDURES			
ARIZONA DEPARTMENT OF ADMINISTRATION		INFORMATION SERVICES DIVISION	
Section:	1	Title:	TAPE OFFSITES
Sub Section:	8	Title:	Customer Request Data Returned From Offsite
Document:	1	Title:	

1. POLICY

2. Summary of Policy Changes

2.1. Purpose

Calling a tape from an offsite facility.

2.2. Scope

2.3. Responsibilities

The client calls the ADOA mainframe Help Desk; 602-364-4444 option 2, option 1. Provide the help desk analyst with the tape volser number. The analyst will ask if this is an emergency request (a \$30 fee is charged), or if normal next day delivery will meet requirements (no fee is required).

2.4. Definitions and Abbreviations

2.5. Description of Policy

2.6. References

2.7. Attachments

3. STANDARD

3.1. Summary of Standard Changes

3.2. Description of Standard

STANDARDS AND PROCEDURES			
ARIZONA DEPARTMENT OF ADMINISTRATION		INFORMATION SERVICES DIVISION	
Section:	1	Title:	TAPE OFFSITES
Sub Section:	8	Title:	Customer Request Data Returned From Offsite
Document:	1	Title:	

3.3. Implications

3.4. References

3.5. Attachments

4. (TITLE) PROCEDURES

4.1. Summary of Procedure Changes

4.2. Procedure Details

4.3. References

4.4. Attachments

5. (TITLE) PROCEDURES

5.1. Summary of Procedure Changes

5.2. Procedure Details

5.3. References

5.4. Attachments

6. (TITLE) PROCEDURES

6.1. Summary of Procedure Changes

6.2. Procedure Details

6.3. References

6.4. Attachments

Doc Name:	SP Offsite Policy Form	Printed Date - 12/7/2005 9:34 AM	Page 2	Revision #:	(nnn)	Revision Date:	(mm/dd/yyyy)
-----------	------------------------	----------------------------------	--------	-------------	-------	----------------	--------------

STANDARDS AND PROCEDURES			
ARIZONA DEPARTMENT OF ADMINISTRATION		INFORMATION SERVICES DIVISION	
Section:	1	Title:	TAPE OFFSITES
Sub Section:	8	Title:	Customer Request Data Returned From Offsite
Document:	1	Title:	